

GODALMING TOWN COUNCIL

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12 September 2025

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 18 SEPTEMBER 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Holliday
Councillor Clayton	Councillor Kiehl
Councillor Crowe	Councillor Martin
Councillor C Downey	Councillor PMA Rivers
Councillor S Downey	Councillor PS Rivers
Councillor Duce	Councillor Steel
Councillor Heagin	Councillor Thomson
	Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 28 August 2025, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. BUDGET MONITORING

Members are asked to note a report from the Responsible Finance Officer on the Council's financial performance to 31 August 2025 (report attached for the information of Members).

8. POLICY DOCUMENT REVIEW

Members are requested to review the Council's Safeguarding Policy (attached for the information of Members) which has been updated to reflect changes in Surrey County Council's reporting procedures. The extant policy for comparison can be found on the [Policy & Procedures page of the council website](#).

Members to note that the amendments are for administrative changes and do not change the overall safeguarding policy, as such if approved the changes will be enacted with immediate effect without recourse for readoption by Full Council. Members should also note that the Youth Service has its own safeguarding policy specific to its requirements.

Recommendation

That the Committee approves the administrative amendments to the Council's existing Safeguarding Policy.

9. CUSTOMER COMPLAINTS POLICY & PROCEDURE – CONSOLIDATION INTO A SINGLE DOCUMENT

Purpose of report

To seek approval to replace the existing two complaints documents with a single, cogent Customer Complaints Policy & Procedure covering both how the public makes a complaint and how Officers handle it.

Background

The Council currently maintains two separate documents addressing complaints: a public-facing "how to make a complaint" guide and an internal "how to handle a complaint" procedure. Over time, maintaining two texts can create duplication and risk drift between the two, particularly around timeframes, recording requirements, and escalation routes.

[Complaints Procedure – How to Handle](#)
[Complaints Procedure – How to Make](#)

Why change

- Single source of truth: One document stops contradictions and removes the “which document is right?” problem.
- Consistency for residents and staff: The same timelines (acknowledge in 5 working days, aim to respond in 10, Stage 2 within 30) are stated once and applied consistently.
- Cleaner governance: Member oversight and escalation (to the Chair of P&M where appropriate) are set out clearly and in one place.
- Less administrative churn: One review schedule, one update cycle, fewer versions to publish/brief on.
- Transparency: Residents can see exactly how we handle complaints; Officers follow the same text.
- Compliance and risk: Aligns with sector guidance (NALC/SLCC style expectations) and reduces the risk of procedural challenge.
- Practicality: Removes outdated references (e.g., legacy committees), uses gender-neutral language, and embeds data-protection and equality statements.

What’s in the consolidated document (headline points)

- Scope & definition of a complaint (and what isn’t a complaint).
- Access routes (phone, email, letter, in person; reasonable adjustments; third-party representatives where appropriate).
- Clear timeframes: acknowledge in 5 working days; full response in 10 where possible; Stage 2 response in 30.
- Roles and responsibilities (Officers, Support Services Executive for the log, CEO oversight, Chair of P&M for Stage 2 decisions).
- Remedies hierarchy and approvals (including when CEO/Committee authority is required).
- Recording and reporting (confidential complaints log; annual summary report to P&M; significant cases reported as they arise).
- Equality and data protection commitments.
- Supersedes the two legacy documents on adoption.

Options considered

- Do nothing – retain two documents.
 - maintains duplication and risk of inconsistency.
- Consolidate into one document (recommended).
 - Provides clarity, reduces risk, and eases officer training and public communication.

Financial/resource implications

Minor Officer time to update the website/intranet, refresh templates, and brief staff. No direct budget requirement.

Legal/compliance considerations

A single, published procedure supports fair process, accessibility, and proportionate handling; it also helps demonstrate compliance with general public law principles and data-protection duties. Complaints about Councillors remain a matter for the principal authority’s Monitoring Officer and are signposted accordingly.

Risk assessment

- Risk if not approved: Inconsistent handling; outdated text persists; avoidable complaints escalation.
- Mitigation via approval: One definitive policy; routine review; staff briefing and templates to ensure consistent application.

Equality and accessibility

Policy uses **gender-neutral language** and commits to reasonable adjustments to ensure access (e.g., accepting a representative where appropriate).

Data protection

Complaints data recorded in a confidential log; information shared only where lawful and necessary to investigate and resolve the complaint.

Implementation plan (on approval)

- Recommend to Full Council
- If adopted by Full Council, publish the consolidated policy on the website (full document).
- Withdraw legacy documents and update links.
- Issue Officer briefing and refresh acknowledgement/response templates reflecting the 5/10/30-day standards.
- Review effectiveness after 12 months.

Measures of success

- 100% acknowledgements issued within 5 working days.
- ≥90% Stage 1 responses issued within 10 working days (or holding update on day 10).

Recommendation

That the Committee approves the consolidated Customer Complaints Policy & Procedure attached for the information of Members and recommends the withdrawal of the two legacy documents and the adoption of the single policy & procedure document to Full Council.

10. EXPLORATION OF OPTIONS FOR ADDITIONAL 3G (ARTIFICIAL PITCH) PROVISION – SCOPING ONLY

Purpose of Report

To seek authority for a site- and size-agnostic scoping exercise to understand local need and delivery options for additional 3G (third-generation artificial turf) facilities in Godalming, timed to inform a potential Strategic Community Infrastructure Levy (CIL) submission in October 2026. No commitment is sought to any site, specification (5/7/9/11-a-side), delivery model, or funding package at this stage.

Recommendations

The Committee is asked to resolve that:

- Scoping Authorisation** – Officers undertake a time-limited Needs & Options Scoping Exercise to explore additional 3G provision within the Godalming area, without predetermining any location or pitch size/format.
- Stakeholder Scoping Group** – A short-life, advisory Stakeholder Scoping Group be established (draft Terms of Reference below), chaired by the CEO or nominated councillor.
- Community Representation** – The Group shall include community representation, with a specific focus on independent/non-club-affiliated users (e.g., demand for ¼- and ½-pitch bookings).
- Evidence & Options Report** – Officers prepare a concise Needs & Options Scoping Report covering demand, usage patterns, delivery models, high-level site screening, operational considerations, and funding routes (including Strategic CIL positioning).
- Scoping Budget (if required)** – Approve up to £5,000 in 2025/26 for engagement tools, and limited specialist input, to be identified by the CEO from existing budgets.
- Timetable** – Receive an Interim Update by March 2026 and the final Scoping Report by July 2026, to enable a Member decision in September 2026 on whether to proceed to a Strategic CIL submission (October 2026).
- No Commitment** – Note this is scoping only; any future proposal (including any CIL bid, site, specification, funding and delivery model) will return to Committee/Council with a full business case and impact assessment before any commitment is made.

- h. **Noting Prior Direction** – Note that, further to Full Council direction, Officers will liaise with Broadwater School and other partners as significant stakeholders in this scoping work.

Executive Summary

Public concern about access to bookable, affordable all-weather pitch space is real. The ask here is modest and sensible: gather evidence, listen to users (especially independent groups), sketch options and funding routes, and come back with facts—no predetermination and no promises. The timeline is realistic and keeps us on track for October 2026 CIL without rushing or over-promising.

Background

- Full Council received public representations on access to suitable, bookable pitch space for training and recreational play.
- Council indicated that it would explore options with stakeholders and community groups; Broadwater School is recognised as an important stakeholder.
- A measured scoping phase keeps the Council neutral on where and what size any future pitch (or pitches) might be, while building an evidence base to inform Members and the wider community.

Proposal (Scope of Work)

What we will do:

- Map demand (training vs match-play; weekday/weekend; session length; seasonality; pricing sensitivity).
- Explicitly capture needs of independent/non-club-affiliated groups (1/4-/1/2-pitch vs full-size 11v11).
- Identify a long-list of delivery models (e.g., school dual/joint-use, refurbishment/repurposing of existing surfaces, modular small-sided provision, multi-pitch hubs, partnerships).
- Undertake high-level site screening (policy constraints, access/parking, lighting/noise, ecology/flood risk) – *screening only*.
- Outline operational implications (maintenance and lifecycle/sinking fund, booking/access control, safeguarding).
- Map funding routes (Strategic CIL, grant programmes, S106 where applicable, sponsorship/partnerships, and any indicative GTC implications).

What we will not do:

- Choose a site, fix a specification, commission design, submit planning, or commit funds beyond the optional scoping envelope.

Financial Implications (Scoping Stage)

- Officer time within existing workloads.
- Optional £5,000 scoping budget (Recommendation e.) for engagement/specialist inputs (e.g., lighting/noise screening notes); to be identified by the CEO from existing budgets.
- Any future capital/revenue implications will be brought back with a full business case before decisions are taken.

Legal & Governance

- No binding commitments at this stage; procurement (if any) will follow Standing Orders and procurement rules.
- Data protection: engagement will comply with UK GDPR; where possible, data will be anonymised.
- This report supports transparent decision-making and prudent forward planning.

Risk Management

- Expectation risk: managed by clear messaging that this is scoping only.

- Timeline risk: realistic milestones to meet October 2026 CIL window.
- Reputational risk: proportionate engagement and public updates reduce speculation.
- Financial risk: minimal spend authority; any substantive proposals return to Members.

Equality, Diversity & Inclusion

- Engagement will actively include independent/non-club-affiliated users, disability sport, women, girls, older people and youth formats.
- Access considerations (pricing, transport, step-free access, lighting) will be expressly tested.

Equality Impact (initial):

Low – scoping only; positive intent to broaden access.

Environmental/Climate Implications

- Scoping will note high-level environmental constraints (lighting, noise, run-off, ecology) and lifecycle/maintenance considerations.
- Any future proposal would include proportionate environmental assessment and mitigation.

Consultation & Stakeholders

- Schools/colleges (including Broadwater), Surrey FA/Active Surrey, Sport Godalming, local clubs/leagues, independent groups, neighbouring parishes (as relevant), community representatives.

Next Steps (aligned to Oct 2026 CIL)

- Establish Scoping Group; approve engagement approach/tools; open call for independent user input.
- Demand mapping (clubs and independents), early site screening, funding horizon-scan.
- Refine demand analysis; outline delivery models; Interim Update to P&M (March 2026).
- Complete high-level site screening; operational/lifecycle outlines; funding strategy; draft Scoping Report.
- July 2026: Final Scoping Report to P&M with options and clear next-step decisions.
- September 2026: If Members wish, decision to proceed to Strategic CIL submission.
- October 2026: Target Strategic CIL submission (subject to Member approval).

Options Considered

1. Do nothing – No resource impact but fails to address demand and risks missing CIL opportunity.
2. Commit now to site/spec – Premature; risks poor fit and community pushback.
3. Recommended: Scoping only – Low-risk, evidence-led groundwork to inform any later decision.

Background Papers

None

Draft Terms Of Reference: 3G Stakeholder Scoping Group (Advisory)

Remit:

- Gather and test evidence of local need, including independent/non-club demand (1/4-/1/2-pitch vs full size).
- Identify a long-list of delivery and partnership options; remain site- and size-agnostic.
- Advise on constraints (planning policy, lighting, noise, access/parking, ecology/flood).
- Highlight funding sources and readiness steps, including Strategic CIL positioning ahead of October 2026.
- Support Officers in producing the Needs & Options Scoping Report.

Membership (indicative): CEO and relevant GTC Officers; Broadwater School; other schools/colleges; Surrey FA/Active Surrey; Sport Godalming; local clubs/leagues; independent user reps; Waverley BC; neighbouring parishes (as relevant).

Meetings & Duration: Potentially up to six meetings September–March; interim input via surveys/email; disbands on submission of the Scoping Report (unless extended by resolution).

Decision-making: Advisory only; no authority to commit GTC.

Outputs: Interim Update (March 2026); Final Scoping Report (July 2026).

11. LGR AND COMMUNITY ASSET TRANSFERS – UPDATE

Members to receive an update from the Committee Chair on matter related to the LGR in Surrey, and an update from the Chair of the LGR group relating to Community Asset Transfers.

Updated CAT priority list attached for the information of Members.

12. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
Saturday, 1 November	Godalming Street Market
Friday, 7 November	Godalming Fireworks
Saturday 8 November	Councillors' Poppy Collection – Sainsbury's
Sunday, 9 November	Remembrance in Godalming

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

14. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 30 October 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

16. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

7. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 31 August 2025 against the estimates agreed at Full Council for the 2025/26 financial year (detailed report attached for the information of Members).

Cost Centre	Year-to-date Variance	Projected Variance @ Year End
Head Office Costs	£46,314 o/s	On budget
Civic Expenses	£449 u/s	On budget
Street Scene	£2,565 o/s	2,500 u/s
Staycation	£1,541 u/s	On budget
Festivals & Markets	£815 u/s	£2,000 u/s
Christmas Lights	£0	On budget
Ockford Building	£12,818 o/s	£5-£7K o/s (pending VOA decision)
Local Government Reorganisation	£3,957 o/s	£0 (EMR Funded)
BWP Youth Centre	£13,186 u/s	On budget
Pepperpot	£690 u/s	On budget (normal operating budget)
The Square	£2,663 o/s	On budget
Allotments	£1,359 o/s	On budget (rents due Oct)
Wilfrid Noyce Community Centre	£9,889 u/s	On budget
Bandstand	£1,046 u/s	On budget
Godalming Museum	£2,522 o/s	£5,000 o/s
Public Conveniences	£8,220 u/s	On budget
Broadwater Park Extension	£0	£0
Pepperpot External Redecoration	£30,314 o/s	£0 (EMR funded)
Cemeteries	£4,683 u/s	£45,000 u/s
TOTAL	£61,993 o/s	@ £37,500 u/s Broadly on Budget

Commentary by Cost Centre

The monitoring report shows a current variance of £61,993 overspend against the profiled budget, which at this time is +4.2% of budget. The predicted year end is currently in the region of a -2.9% underspend of the annual budget, so broadly on budget.

For context, much of the YTD variance arises from **EMR-funded projects**.

- Excluding Pepperpot External Redecoration (211): £31,576 o/s
- Excluding 211 and LGR (110): £27,619 o/s

NOTE: +£ = additional income or less expenditure than budgeted.
-£ = a lower income or higher expenditure than budgeted.

Cost Centre 101 – Head Office Costs

£46,314 overspend YTD. Main pressures: locum support, IT upgrades, and higher rates. Positive variances from strong investment income and staff underspends. Forecast to budget.

Cost Centre 104 – Street Scene

£2,565 overspend a timing issue between expenditure to repair the St John's Street bus shelter and receiving the insurance payment.

Cost Centre 105 – Staycation

£1,541 underspend YTD. Expenditure limited to ChoirBLAST; Staycation Live cancelled. Forecast to budget.

Cost Centre 106 – Festivals & Markets

Income received ahead of profile.

Majority of delivery costs fall into Q2–Q3. Forecast £2,000 underspend, depending on how the Xmas Lights switch on is delivered.

Cost Centre 109 – Ockford Building

-£12,818 overspend year-to-date driven by high business rates from unexpected NNDR valuation as a sales office. Rates have been challenged with the VOA – expected to be reclassified to 'Community Use' and backdated. Forecast revised to £5–7k overspend pending VOA decision.

Cost Centre 110 – Local Government Reorganisation

£3,957 overspend YTD. Entirely EMR funded, so no pressure on revenue budget.

Cost Centre 201 – BWP Youth & Community Centre

£13,186 underspend YTD from grant income and timing of staff pay award which runs from September. Forecast to budget.

Cost Centre 203 – The Square

Rental income and costs slightly off profile due to timing of rent receivable. Forecast on budget.

Cost Centre 204 – Allotments

Rental income not due until October – current overspend is a timing issue. Forecast on budget.

Cost Centre 205 – Wilfrid Noyce Community Centre

Controlled expenditure continues to show a positive trend. Higher cleaning costs than anticipated, loss of significant user from 31 October will affect income unless void filled.

Cost Centre 206 – Bandstand

Minimal activity to date. On budget.

Cost Centre 207 – Godalming Museum

-£2,522 overspend to date from maternity cover and associated staffing costs.

May be subject to reserve support at revised estimates. Forecast £5,000 overspend.

Cost Centre 208 – Public Conveniences

Underspend is an invoice timing issue only; the service is expected to be on budget.

Cost Centre 211 – Pepperpot External Redecoration

£30,314 overspend YTD. Entirely funded from reserves. No revenue budget impact.

Cost Centre 301 – Cemeteries

Expenditure remains contained. Forecast £45,000 underspend.

STATEMENT OF GENERAL AND EARMARKED RESERVES 31 AUGUST 2025

		Opening Balance 1 April 2025	Net Transfers	Closing Balance 31 Aug 2025
Unallocated Reserve		£	£	£
1	Revenue Reserve	969,448	-278,536	690,912
GTC Unallocated Reserves		969,448		690,912 (a)
Earmarked Reserves				
2	Election Expenses Fund	15,026	6000	21,026
3	Emerging Projects Fund	47,591	25,909	73,500
4	Youth Provision	5,250		5,250
5	Afghan Refugees	529		529
6	Land & Property	227,500	46,066	273,566
7	Capital Works	59,900	17,197	77,097
8	Professional Fees	17,000		17,000
9	Flood Alleviation	6,000		6,000
10	Mayors Charity (P Rivers)	2,011	-1,006	1,005
11	Local Gov't Reorganisation	0	91,985	91,985
Sub-total GTC Earmarked Reserves		380,807		566,959 (b)
12	Community Infrastructure Levy	455,589	-82,639	372,950 (c)
Total Earmarked Reserves		836,396		b+c = 939,908 (d)
Balances		1,805,844		a+d = 1,630,820

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	618,196	618,196	1	1,236,391			50.0%	
1102 Community Infrastructure Levy	0	0	0	18,610	0	(18,610)	0			0.0%	
1401 Interest Received	7,562	2,100	(5,462)	28,085	10,500	(17,585)	25,000			112.3%	
Head Office Costs :- Income	7,562	2,100	(5,462)	664,890	628,696	(36,194)	1,261,391			52.7%	0
4001 Salaries	20,860	21,860	1,000	103,016	109,301	6,285	262,321	159,305		39.3%	
4002 Employer's NIC	2,806	2,890	84	13,650	14,449	799	34,679	21,029		39.4%	
4003 Employer's Superannuation	3,680	3,865	185	18,174	19,322	1,148	46,377	28,203		39.2%	
4011 Staff Training	0	318	318	995	1,590	595	3,816	2,821		26.1%	
4012 Recruitment Advertising	277	0	(277)	857	0	(857)	1,530	673		56.0%	
4013 Other Staff Expenses	0	51	51	40	255	215	612	572		6.5%	
4101 Repair/Alteration of Buildings	0	0	0	323	0	(323)	0	(323)		0.0%	
4102 Property Maintenance	0	200	200	166	1,000	834	2,400	2,234		6.9%	
4103 Maintenance Contracts	40	196	156	389	980	591	2,352	1,963		16.5%	
4111 Energy Costs	368	510	142	1,583	2,550	967	6,120	4,537		25.9%	
4121 Rents	0	0	0	2,442	2,700	258	2,700	258		90.4%	
4131 Rates	0	0	0	8,625	6,440	(2,185)	6,440	(2,185)		133.9%	
4141 Water Services	0	26	26	106	130	24	312	206		34.1%	
4161 Cleaning	346	501	155	1,499	2,505	1,006	6,012	4,513		24.9%	
4162 Waste Removal	81	51	(30)	279	255	(24)	612	333		45.6%	
4163 Domestic Supplies	57	31	(26)	316	155	(161)	372	56		84.8%	
4202 Car Allowances	85	120	35	628	600	(28)	1,440	812		43.6%	
4203 Other Transport Costs	52	0	(52)	176	0	(176)	0	(176)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4204 Vehicle Fuel Costs	59	0	(59)	59	0	(59)	0		(59)	0.0%	
4301 Equipment	0	0	0	1,163	500	(663)	2,000		837	58.1%	
4304 Catering & Hospitality	0	58	58	48	290	242	696		648	6.9%	
4306 Printing	0	183	183	395	915	520	2,196		1,801	18.0%	
4307 Stationery	37	408	371	1,642	2,040	398	4,896		3,254	33.5%	
4308 General Office Expense	0	0	0	0	0	0	255		255	0.0%	
4311 Professional Fees - Legal	0	417	417	1	2,081	2,080	5,000		4,999	0.0%	
4313 Professional Fees - Other	3,655	683	(2,972)	12,672	3,419	(9,253)	8,200		(4,472)	154.5%	
4314 Audit Fees	2,520	0	(2,520)	2,725	2,366	(359)	3,366		641	80.9%	
4315 Insurance	0	0	0	19,180	19,010	(170)	19,010		(170)	100.9%	
4321 Bank Charges	14	46	33	83	230	147	552		469	15.1%	
4322 Postage	0	84	84	0	420	420	1,008		1,008	0.0%	
4323 Telephones & Broadband	157	238	81	1,683	1,190	(493)	2,856		1,173	58.9%	
4325 Computing	577	1,265	688	16,065	15,295	(770)	24,150		8,085	66.5%	
4326 Website	60	204	144	522	1,020	498	2,448		1,926	21.3%	
4341 Grants	3,412	1,633	(1,779)	50,362	53,669	3,307	65,100		14,738	77.4%	
4342 Subscriptions	0	0	0	4,171	5,110	939	6,117		1,946	68.2%	
4343 Licensing/PRS	0	0	0	0	122	122	122		122	0.0%	
4900 Miscellaneous Expenses	39,064	165	(38,899)	137,848	826	(137,022)	1,981		(135,867)	6958.5%	39,064
6000 Debt Charges - Principal	5,797	5,607	(190)	17,663	17,114	(549)	34,501		16,838	51.2%	
6001 Debt Charges - Interest	5,491	5,681	190	21,188	21,737	549	43,202		22,014	49.0%	
Head Office Costs :- Indirect Expenditure	89,494	47,291	(42,203)	440,734	309,586	(131,148)	605,751	0	165,017	72.8%	39,064
5000 Transfers to Reserves	0	0	0	18,610	0	(18,610)	0		(18,610)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5001 Transfers from Reserves	0	0	0	0	(35,500)	(35,500)	(35,500)		(35,500)	0.0%	
Head Office Costs :- Other Costs	0	0	0	18,610	(35,500)	(54,110)	(35,500)	0	(54,110)	(52.4%)	0
Net Income over Expenditure	(81,932)	(45,191)	36,741	205,547	354,610	149,063	691,140				
5200 plus Transfer from EMR	19,532	0	(19,532)	102,749	0	(102,749)	0				
Movement to/(from) Gen Reserve	(62,400)	(45,191)	17,209	308,296	354,610	46,314	691,140				
<u>102 Civic Expenses</u>											
4121 Rents	0	0	0	0	880	880	2,420		2,420	0.0%	
4203 Other Transport Costs	0	0	0	94	0	(94)	0		(94)	0.0%	
4304 Catering & Hospitality	0	83	83	179	419	240	1,000		821	17.9%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	816		816	0.0%	
4313 Professional Fees - Other	0	0	0	408	300	(108)	300		(108)	136.0%	
4325 Computing	135	350	215	1,769	1,750	(19)	4,200		2,431	42.1%	
4327 Publicity Advertising	0	0	0	813	700	(113)	1,600		787	50.8%	
4332 Mayor's Expenses	0	112	112	0	560	560	1,344		1,344	0.0%	
4334 Members' Training	0	100	100	0	500	500	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	84	82	(2)	1,807	410	(1,397)	984		(823)	183.6%	
Civic Expenses :- Indirect Expenditure	219	727	508	5,070	5,519	449	14,364	0	9,294	35.3%	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(219)	(727)	(508)	(11,070)	(11,519)	(449)	(20,364)				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Street Scene</u>											
4102 Property Maintenance	6,065	200	(5,865)	6,065	1,000	(5,065)	2,400		(3,665)	252.7%	
4151 Fixtures & Fittings	0	0	0	0	2,500	2,500	2,500		2,500	0.0%	
Street Scene :- Indirect Expenditure	6,065	200	(5,865)	6,065	3,500	(2,565)	4,900	0	(1,165)	123.8%	0
Net Expenditure	(6,065)	(200)	5,865	(6,065)	(3,500)	2,565	(4,900)				
<u>105 Staycation</u>											
4162 Waste Removal	0	1,500	1,500	1,500	1,500	0	1,500		0	100.0%	
4313 Professional Fees - Other	804	3,150	2,346	2,045	3,150	1,106	3,150		1,106	64.9%	
4327 Publicity Advertising	0	0	0	375	650	275	650		275	57.7%	
4343 Licensing/PRS	0	0	0	0	160	160	160		160	0.0%	
Staycation :- Indirect Expenditure	804	4,650	3,846	3,920	5,460	1,541	5,460	0	1,541	71.8%	0
Net Expenditure	(804)	(4,650)	(3,846)	(3,920)	(5,460)	(1,541)	(5,460)				
<u>106 Festivals, Markets & Events</u>											
1303 Other customer/client receipts	1,964	440	(1,524)	8,771	6,550	(2,221)	14,410			60.9%	
1304 Donations	0	0	0	365	0	(365)	2,000			18.3%	
Festivals, Markets & Events :- Income	1,964	440	(1,524)	9,136	6,550	(2,586)	16,410			55.7%	0
4001 Salaries	0	0	0	0	1,295	1,295	2,589		2,589	0.0%	
4002 Employer's NIC	0	0	0	0	194	194	388		388	0.0%	
4003 Employer's Superannuation	0	0	0	0	225	225	451		451	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 Other Staff Expenses	9	0	(9)	9	0	(9)	0		(9)	0.0%	
4162 Waste Removal	225	0	(225)	439	700	261	1,100		661	39.9%	
4163 Domestic Supplies	0	0	0	97	0	(97)	0		(97)	0.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0		(4)	0.0%	
4171 Grounds Maintenance Costs	0	0	0	25	0	(25)	0		(25)	0.0%	
4301 Equipment	0	0	0	1,135	250	(885)	3,192		2,057	35.6%	
4304 Catering & Hospitality	0	0	0	123	340	217	460		337	26.8%	
4306 Printing	0	0	0	0	400	400	930		930	0.0%	
4313 Professional Fees - Other	0	0	0	2,400	1,600	(800)	3,200		800	75.0%	
4327 Publicity Advertising	0	366	366	2,527	1,830	(697)	4,392		1,865	57.5%	
4343 Licensing/PRS	0	0	0	359	0	(359)	600		241	59.8%	
4900 Miscellaneous Expenses	1,241	100	(1,141)	2,041	553	(1,488)	1,253		(788)	162.9%	
Festivals, Markets & Events :- Indirect Expenditure	1,475	466	(1,009)	9,159	7,387	(1,772)	18,555	0	9,397	49.4%	0
Net Income over Expenditure	489	(26)	(515)	(22)	(837)	(815)	(2,145)				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	48,600		48,600	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	48,600	0	48,600	0.0%	0
Net Expenditure	0	0	0	0	0	0	(48,600)				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 Ockford Building</u>											
1301 Premises Hire Charges	497	333	(164)	1,584	1,665	81	4,000			39.6%	
Ockford Building :- Income	497	333	(164)	1,584	1,665	81	4,000			39.6%	0
4102 Property Maintenance	0	75	75	694	375	(319)	900		206	77.1%	
4103 Maintenance Contracts	0	155	155	402	775	373	1,860		1,458	21.6%	
4111 Energy Costs	0	110	110	0	550	550	1,320		1,320	0.0%	
4121 Rents	0	0	0	0	400	400	400		400	0.0%	
4131 Rates	0	0	0	15,968	1,500	(14,468)	1,500		(14,468)	1064.5%	
4141 Water Services	0	33	33	0	165	165	396		396	0.0%	
4151 Fixtures & Fittings	0	0	0	22	0	(22)	0		(22)	0.0%	
4161 Cleaning	0	278	278	0	1,390	1,390	3,336		3,336	0.0%	
4162 Waste Removal	0	75	75	27	375	348	900		873	3.0%	
4163 Domestic Supplies	0	25	25	63	125	62	300		237	21.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0		(4)	0.0%	
4301 Equipment	0	0	0	1,402	0	(1,402)	0		(1,402)	0.0%	
4323 Telephones & Broadband	0	0	0	280	600	320	600		320	46.6%	
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%	
Ockford Building :- Indirect Expenditure	0	751	751	18,992	6,255	(12,737)	11,512	0	(7,480)	165.0%	0
Net Income over Expenditure	497	(418)	(915)	(17,408)	(4,590)	12,818	(7,512)				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Local Govt Reorganisation</u>											
4306 Printing	0	0	0	1,535	0	(1,535)	0		(1,535)	0.0%	
4311 Professional Fees - Legal	6,867	0	(6,867)	6,867	0	(6,867)	0		(6,867)	0.0%	3,433
4312 Professional Fees - Surveyors	44	0	(44)	44	0	(44)	0		(44)	0.0%	
4313 Professional Fees - Other	480	0	(480)	2,700	0	(2,700)	0		(2,700)	0.0%	
4322 Postage	0	0	0	722	0	(722)	0		(722)	0.0%	722
4900 Miscellaneous Expenses	0	0	0	105	0	(105)	0		(105)	0.0%	
Local Govt Reorganisation :- Indirect Expenditure	7,391	0	(7,391)	11,972	0	(11,972)	0	0	(11,972)		4,155
Net Expenditure	(7,391)	0	7,391	(11,972)	0	11,972	0				
5200 plus Transfer from EMR	3,433	0	(3,433)	8,015	0	(8,015)	0				
Movement to/(from) Gen Reserve	(3,957)	0	3,957	(3,957)	0	3,957	0				
<u>201 BWP Youth & Community Centre</u>											
1201 Grants - SCC	0	4,000	4,000	7,799	6,000	(1,799)	8,000			97.5%	
1202 Grants - WBC	0	0	0	200	0	(200)	0			0.0%	
1301 Premises Hire Charges	423	450	27	4,552	2,250	(2,302)	5,400			84.3%	
1304 Donations	0	0	0	563	0	(563)	0			0.0%	
BWP Youth & Community Centre :- Income	423	4,450	4,027	13,113	8,250	(4,863)	13,400			97.9%	0
4001 Salaries	17,414	19,092	1,678	90,475	95,456	4,981	229,100		138,625	39.5%	
4002 Employer's NIC	2,066	2,227	161	10,738	11,130	392	26,719		15,981	40.2%	
4003 Employer's Superannuation	2,424	3,379	955	12,440	16,898	4,458	40,551		28,111	30.7%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Staff Training	119	318	199	557	1,590	1,033	3,816		3,259	14.6%	
4012 Recruitment Advertising	0	41	41	0	213	213	500		500	0.0%	
4102 Property Maintenance	1,753	153	(1,600)	2,126	765	(1,361)	1,836		(290)	115.8%	
4103 Maintenance Contracts	40	150	110	1,612	750	(862)	1,800		188	89.6%	
4111 Energy Costs	107	408	301	1,230	2,040	810	4,896		3,666	25.1%	
4131 Rates	0	0	0	2,784	1,596	(1,188)	1,596		(1,188)	174.5%	
4141 Water Services	0	59	59	285	295	10	708		423	40.3%	
4161 Cleaning	2,835	795	(2,040)	4,045	3,975	(70)	9,540		5,495	42.4%	
4162 Waste Removal	62	83	21	371	415	44	996		625	37.3%	
4163 Domestic Supplies	74	15	(59)	85	75	(10)	180		95	47.1%	
4171 Grounds Maintenance Costs	0	29	29	496	145	(351)	348		(148)	142.5%	
4201 Public Transport	0	0	0	0	20	20	80		80	0.0%	
4202 Car Allowances	0	0	0	18	20	3	80		63	21.9%	
4204 Vehicle Fuel Costs	0	42	42	0	210	210	504		504	0.0%	
4205 Vehicle Costs (exc Fuel)	345	200	(145)	1,514	1,000	(514)	2,400		886	63.1%	
4301 Equipment	23	0	(23)	23	0	(23)	0		(23)	0.0%	
4305 Clothes, Uniform & Laundry	143	0	(143)	454	250	(204)	500		46	90.9%	
4313 Professional Fees - Other	0	11	11	0	55	55	132		132	0.0%	
4323 Telephones & Broadband	170	146	(24)	1,217	730	(487)	1,752		535	69.4%	
4325 Computing	170	179	9	1,051	895	(156)	2,148		1,097	48.9%	
4327 Publicity Advertising	0	25	25	0	125	125	300		300	0.0%	
4900 Miscellaneous Expenses	0	40	40	25	200	175	480		455	5.2%	
7100 Youth Programmes	326	970	644	3,092	4,860	1,769	11,650		8,559	26.5%	
7104 BWP - Decorations & Lighting	0	0	0	0	0	0	200		200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7300 HAF	1,811	1,884	73	4,138	3,768	(370)	5,650		1,512	73.2%	
7302 HAF - Sports & Activities	0	0	0	284	0	(284)	0		(284)	0.0%	
7305 HAF - Food & Cooking	592	500	(92)	895	800	(95)	1,100		205	81.4%	
BWP Youth & Community Centre :- Indirect Expenditure	30,473	30,746	273	139,953	148,276	8,323	349,562	0	209,609	40.0%	0
Net Income over Expenditure	(30,050)	(26,296)	3,754	(126,840)	(140,026)	(13,186)	(336,162)				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	639	717	78	2,759	3,585	826	8,604			32.1%	
Pepperpot :- Income	639	717	78	2,759	3,585	826	8,604			32.1%	0
4102 Property Maintenance	0	100	100	215	500	285	1,200		985	17.9%	
4103 Maintenance Contracts	198	100	(98)	198	500	302	1,200		1,002	16.5%	
4111 Energy Costs	30	221	191	1,816	1,105	(711)	2,652		836	68.5%	
4131 Rates	0	0	0	419	805	386	805		386	52.1%	
4161 Cleaning	709	315	(394)	709	1,575	866	3,780		3,071	18.8%	
4302 Furniture	0	0	0	0	600	600	600		600	0.0%	
4323 Telephones & Broadband	0	60	60	512	300	(212)	720		208	71.2%	
4343 Licensing/PRS	0	0	0	0	0	0	72		72	0.0%	
Pepperpot :- Indirect Expenditure	937	796	(141)	3,869	5,385	1,516	11,029	0	7,160	35.1%	0
Net Income over Expenditure	(298)	(79)	219	(1,110)	(1,800)	(690)	(2,425)				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	11	1,050	1,039	2,588	5,250	2,663	12,600			20.5%	
1303 Other customer/client receipts	0	0	0	1,998	2,020	22	2,020			98.9%	
The Square :- Income	11	1,050	1,039	4,585	7,270	2,685	14,620			31.4%	0
4315 Insurance	0	0	0	1,998	2,020	22	2,020		22	98.9%	
The Square :- Indirect Expenditure	0	0	0	1,998	2,020	22	2,020	0	22	98.9%	0
Net Income over Expenditure	11	1,050	1,039	2,588	5,250	2,663	12,600				
<u>204 Allotments</u>											
1302 Rents	0	0	0	(55)	0	55	2,900			(1.9%)	
Allotments :- Income	0	0	0	(55)	0	55	2,900			(1.9%)	0
4102 Property Maintenance	0	0	0	35	0	(35)	300		265	11.7%	
4141 Water Services	0	20	20	176	108	(68)	248		72	71.0%	
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%	
4171 Grounds Maintenance Costs	109	0	(109)	1,201	0	(1,201)	1,000		(201)	120.1%	
Allotments :- Indirect Expenditure	109	20	(89)	1,413	108	(1,305)	1,763	0	350	80.1%	0
Net Income over Expenditure	(109)	(20)	89	(1,467)	(108)	1,359	1,137				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	2,423	3,855	1,433	19,148	19,275	127	46,260			41.4%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Other customer/client receipts	0	0	0	431	0	(431)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	2,423	3,855	1,433	19,579	19,275	(304)	46,260			42.3%	0
4102 Property Maintenance	269	445	176	1,043	2,225	1,182	5,340		4,297	19.5%	
4103 Maintenance Contracts	79	791	712	810	3,955	3,145	9,492		8,682	8.5%	
4111 Energy Costs	560	1,016	456	2,691	5,080	2,389	12,192		9,501	22.1%	
4131 Rates	0	0	0	1,945	3,000	1,055	3,000		1,055	64.8%	
4141 Water Services	0	121	121	290	605	315	1,452		1,162	20.0%	
4161 Cleaning	4,961	1,400	(3,561)	6,618	7,000	382	16,800		10,182	39.4%	
4162 Waste Removal	117	130	13	512	650	138	1,560		1,048	32.8%	
4163 Domestic Supplies	12	29	17	59	147	88	350		291	16.8%	
4301 Equipment	0	250	250	0	1,250	1,250	3,000		3,000	0.0%	
4323 Telephones & Broadband	0	100	100	722	500	(222)	1,200		478	60.1%	
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%	
4900 Miscellaneous Expenses	0	46	46	367	230	(137)	552		185	66.5%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	5,999	4,328	(1,671)	15,057	24,642	9,585	55,588	0	40,531	27.1%	0
Net Income over Expenditure	(3,576)	(473)	3,103	4,522	(5,367)	(9,889)	(9,328)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	11	0	(11)	0			0.0%	
Bandstand :- Income	0	0	0	11	0	(11)	0				0
4102 Property Maintenance	0	125	125	0	625	625	1,500		1,500	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4163 Domestic Supplies	0	0	0	20	0	(20)	0		(20)	0.0%	
4343 Licensing/PRS	0	0	0	70	500	430	500		430	14.0%	
Bandstand :- Indirect Expenditure	0	125	125	90	1,125	1,035	2,250	0	2,160	4.0%	0
Net Income over Expenditure	0	(125)	(125)	(79)	(1,125)	(1,046)	(2,250)				
<u>207 Godalming Museum</u>											
1302 Rents	2,201	2,201	0	4,402	4,402	0	8,804			50.0%	
1303 Other customer/client receipts	0	240	240	2,024	480	(1,544)	960			210.8%	
Godalming Museum :- Income	2,201	2,441	240	6,426	4,882	(1,544)	9,764			65.8%	0
4001 Salaries	4,737	4,528	(209)	33,405	22,642	(10,763)	54,338	20,933		61.5%	
4002 Employer's NIC	(302)	509	811	(3,053)	2,539	5,592	6,102	9,155		(50.0%)	
4003 Employer's Superannuation	407	801	394	4,095	4,011	(84)	9,618	5,523		42.6%	
4011 Staff Training	0	0	0	0	0	0	500	500		0.0%	
4102 Property Maintenance	0	292	292	1,238	1,456	218	3,500	2,262		35.4%	
4103 Maintenance Contracts	79	117	38	475	585	110	1,404	929		33.8%	
4121 Rents	0	0	0	0	1,300	1,300	1,300	1,300		0.0%	
4163 Domestic Supplies	0	0	0	7	0	(7)	0	(7)		0.0%	
4202 Car Allowances	0	9	9	0	45	45	108	108		0.0%	
4307 Stationery	0	30	30	0	150	150	360	360		0.0%	
4313 Professional Fees - Other	0	0	0	60	0	(60)	0	(60)		0.0%	
4315 Insurance	0	0	0	2,087	2,118	31	2,118	31		98.5%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4322 Postage	0	20	20	0	100	100	240		240	0.0%	
4325 Computing	267	263	(4)	2,017	1,319	(698)	3,160		1,143	63.8%	
4342 Subscriptions	0	0	0	0	0	0	100		100	0.0%	
Godalming Museum :- Indirect Expenditure	5,188	6,569	1,381	40,331	36,265	(4,066)	82,848	0	42,517	48.7%	0
Net Income over Expenditure	(2,987)	(4,128)	(1,141)	(33,905)	(31,383)	2,522	(73,084)				
<u>208 Public Conveniences</u>											
1303 Other customer/client receipts	6,982	0	(6,982)	6,982	0	(6,982)	0			0.0%	
Public Conveniences :- Income	6,982	0	(6,982)	6,982	0	(6,982)	0				0
4102 Property Maintenance	0	130	130	205	650	446	1,560		1,356	13.1%	
4103 Maintenance Contracts	0	250	250	0	1,250	1,250	3,000		3,000	0.0%	
4111 Energy Costs	214	187	(27)	1,094	935	(159)	2,244		1,150	48.7%	
4141 Water Services	0	208	208	1,251	1,044	(207)	2,500		1,249	50.0%	
4151 Fixtures & Fittings	0	0	0	0	200	200	500		500	0.0%	
4161 Cleaning	2,232	2,184	(48)	11,159	10,920	(239)	26,208		15,049	42.6%	
4162 Waste Removal	90	0	(90)	284	0	(284)	0		(284)	0.0%	
4163 Domestic Supplies	444	333	(111)	1,441	1,665	224	3,996		2,555	36.1%	
4301 Equipment	60	0	(60)	60	0	(60)	0		(60)	0.0%	
4900 Miscellaneous Expenses	0	50	50	183	250	67	600		417	30.5%	
Public Conveniences :- Indirect Expenditure	3,039	3,342	303	15,676	16,914	1,238	40,608	0	24,932	38.6%	0
Net Income over Expenditure	3,943	(3,342)	(7,285)	(8,694)	(16,914)	(8,220)	(40,608)				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Broadwater Park Extension</u>											
7100 Youth Programmes	(6)	0	6	(6)	0	6	0		6	0.0%	
Broadwater Park Extension :- Indirect Expenditure	<u>(6)</u>	<u>0</u>	<u>6</u>	<u>(6)</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>		<u>0</u>
Net Expenditure	<u>6</u>	<u>0</u>	<u>(6)</u>	<u>6</u>	<u>0</u>	<u>(6)</u>	<u>0</u>				
<u>211 Pepperpot Ext Redec</u>											
4101 Repair/Alteration of Buildings	25,814	0	(25,814)	61,584	0	(61,584)	0		(61,584)	0.0%	
4102 Property Maintenance	0	0	0	36,034	0	(36,034)	0		(36,034)	0.0%	
4312 Professional Fees - Surveyors	4,500	0	(4,500)	15,500	0	(15,500)	0		(15,500)	0.0%	
Pepperpot Ext Redec :- Indirect Expenditure	<u>30,314</u>	<u>0</u>	<u>(30,314)</u>	<u>113,117</u>	<u>0</u>	<u>(113,117)</u>	<u>0</u>	<u>0</u>	<u>(113,117)</u>		<u>0</u>
Net Expenditure	<u>(30,314)</u>	<u>0</u>	<u>30,314</u>	<u>(113,117)</u>	<u>0</u>	<u>113,117</u>	<u>0</u>				
5200 plus Transfer from EMR	0	0	0	82,803	0	(82,803)	0				
Movement to/(from) Gen Reserve	<u>(30,314)</u>	<u>0</u>	<u>30,314</u>	<u>(30,314)</u>	<u>0</u>	<u>30,314</u>	<u>0</u>				
<u>301 Cemeteries & Open Spaces</u>											
1302 Rents	2,270	2,270	0	8,955	11,350	2,395	32,240			27.8%	
1303 Other customer/client receipts	1,350	1,200	(150)	4,205	8,000	3,795	16,400			25.6%	
1700 Interment	3,725	3,200	(525)	14,765	16,000	1,235	38,400			38.5%	
1701 Monument	360	230	(130)	3,095	1,150	(1,945)	2,760			112.1%	
1702 Purchase of Grave Space	6,355	5,750	(605)	26,235	28,750	2,515	69,000			38.0%	
1703 Other Cemetery Fees	0	0	0	400	0	(400)	0			0.0%	
Cemeteries & Open Spaces :- Income	<u>14,060</u>	<u>12,650</u>	<u>(1,410)</u>	<u>57,655</u>	<u>65,250</u>	<u>7,595</u>	<u>158,800</u>			<u>36.3%</u>	<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	11,632	10,083	(1,549)	50,608	50,413	(195)	120,994		70,386	41.8%	
4002 Employer's NIC	1,495	1,263	(232)	6,425	6,308	(117)	15,149		8,724	42.4%	
4003 Employer's Superannuation	2,059	1,785	(274)	8,443	8,921	478	21,416		12,973	39.4%	
4011 Staff Training	259	318	59	259	1,590	1,331	3,816		3,557	6.8%	
4014 Sexton Duties	0	125	125	150	625	475	1,500		1,350	10.0%	
4015 Grave Digging	0	1,200	1,200	4,000	6,000	2,000	14,400		10,400	27.8%	
4101 Repair/Alteration of Buildings	0	0	0	107	0	(107)	0		(107)	0.0%	
4102 Property Maintenance	496	817	321	2,569	4,081	1,512	9,800		7,231	26.2%	
4103 Maintenance Contracts	238	217	(21)	1,151	1,091	(60)	2,610		1,459	44.1%	
4111 Energy Costs	212	500	288	1,563	2,500	937	6,000		4,437	26.0%	
4131 Rates	0	0	0	2,910	2,400	(510)	2,400		(510)	121.3%	
4141 Water Services	0	48	48	406	240	(166)	576		170	70.6%	
4161 Cleaning	0	48	48	0	240	240	576		576	0.0%	
4162 Waste Removal	390	500	110	1,962	2,500	538	6,000		4,038	32.7%	
4163 Domestic Supplies	13	30	17	300	150	(150)	360		60	83.3%	
4164 Workshop Consumables	176	335	159	1,036	1,675	639	4,020		2,984	25.8%	
4171 Grounds Maintenance Costs	2,578	4,042	1,464	15,393	20,206	4,813	48,500		33,107	31.7%	
4172 Memorial Inspection	0	0	0	47	0	(47)	0		(47)	0.0%	
4203 Other Transport Costs	11,698	2,134	(9,564)	17,602	10,670	(6,932)	25,608		8,006	68.7%	
4204 Vehicle Fuel Costs	0	84	84	349	420	71	1,008		659	34.6%	
4205 Vehicle Costs (exc Fuel)	128	115	(13)	849	575	(274)	1,380		531	61.5%	
4301 Equipment	146	2,199	2,053	3,223	10,999	7,776	26,392		23,169	12.2%	
4304 Catering & Hospitality	49	62	13	49	310	261	744		695	6.6%	
4305 Clothes, Uniform & Laundry	0	300	300	523	1,500	977	3,600		3,077	14.5%	

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4311 Professional Fees - Legal	0	0	0	1,240	0	(1,240)	0		(1,240)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	565	0	(565)	0		(565)	0.0%	
4313 Professional Fees - Other	155	0	(155)	612	250	(362)	1,000		389	61.1%	
4323 Telephones & Broadband	380	0	(380)	380	1,200	820	1,200		820	31.7%	
4325 Computing	15	0	(15)	69	0	(69)	0		(69)	0.0%	
4327 Publicity Advertising	0	33	33	0	165	165	396		396	0.0%	
4342 Subscriptions	0	0	0	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	10,473	150	(10,323)	360		(10,113)	2909.2%	
7300 HAF	22	0	(22)	22	0	(22)	0		(22)	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	32,139	26,268	(5,871)	133,374	135,179	1,805	319,805	0	186,431	41.7%	0
Net Income over Expenditure	(18,079)	(13,618)	4,461	(75,719)	(69,929)	5,790	(161,005)				
5200 plus Transfer from EMR	0	0	0	10,473	0	(10,473)	0				
Movement to/(from) Gen Reserve	(18,079)	(13,618)	4,461	(65,246)	(69,929)	(4,683)	(161,005)				
<u>414 Mayors Charity 2025 - R Crooks</u>											
1304 Donations	60	0	(60)	60	0	(60)	0			0.0%	
Mayors Charity 2025 - R Crooks :- Income	60	0	(60)	60	0	(60)	0				0
Net Income	60	0	(60)	60	0	(60)	0				

Detailed Income & Expenditure by Phased Budget Heading 10/09/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>415</u> <u>Mayors Charity 2024 - P Rivers</u>											
1304 Donations	3	0	(3)	38	0	(38)	0			0.0%	
Mayors Charity 2024 - P Rivers :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>	<u>38</u>	<u>0</u>	<u>(38)</u>	<u>0</u>				<u>0</u>
4900 Miscellaneous Expenses	0	0	0	1,007	0	(1,007)	0		(1,007)	0.0%	
Mayors Charity 2024 - P Rivers :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,007</u>	<u>0</u>	<u>(1,007)</u>	<u>0</u>	<u>0</u>	<u>(1,007)</u>		<u>0</u>
5001 Transfers from Reserves	0	0	0	(1,007)	0	1,007	0		1,007	0.0%	
Mayors Charity 2024 - P Rivers :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,007)</u>	<u>0</u>	<u>1,007</u>	<u>0</u>	<u>0</u>	<u>1,007</u>		<u>0</u>
Net Income over Expenditure	<u>3</u>	<u>0</u>	<u>(3)</u>	<u>38</u>	<u>0</u>	<u>(38)</u>	<u>0</u>				
<u>416</u> <u>Community Store</u>											
1304 Donations	310	0	(310)	1,900	0	(1,900)	0			0.0%	
Community Store :- Income	<u>310</u>	<u>0</u>	<u>(310)</u>	<u>1,900</u>	<u>0</u>	<u>(1,900)</u>	<u>0</u>				<u>0</u>
4900 Miscellaneous Expenses	1,900	0	(1,900)	1,900	0	(1,900)	0		(1,900)	0.0%	
Community Store :- Indirect Expenditure	<u>1,900</u>	<u>0</u>	<u>(1,900)</u>	<u>1,900</u>	<u>0</u>	<u>(1,900)</u>	<u>0</u>	<u>0</u>	<u>(1,900)</u>		<u>0</u>
Net Income over Expenditure	<u>(1,590)</u>	<u>0</u>	<u>1,590</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	37,135	28,036	(9,099)	788,663	745,423	(43,240)	1,536,149			51.3%	
Expenditure	215,539	126,279	(89,260)	987,291	678,121	(309,170)	1,545,115	0	557,824	63.9%	
Net Income over Expenditure	<u>(178,404)</u>	<u>(98,243)</u>	<u>80,161</u>	<u>(198,628)</u>	<u>67,302</u>	<u>265,930</u>	<u>(8,966)</u>				
plus Transfer from EMR	22,965	0	(22,965)	204,040	0	(204,040)	0				
Movement to/(from) Gen Reserve	<u>(155,439)</u>	<u>(98,243)</u>	<u>57,196</u>	<u>5,412</u>	<u>67,302</u>	<u>61,890</u>	<u>(8,966)</u>				

SAFEGUARDING POLICY

PHILOSOPHY:

Every child and vulnerable adult irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation, regardless of age or circumstance, has a right to be protected from harm and to feel safe and protected.

DEFINITIONS:

- The term child, or young person, is used to refer to anyone under the age of 18 years.
- The term vulnerable adult includes people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with physical illnesses and people with drug/alcohol problems.

OBJECTIVES:

- All hirers of Godalming Town Council premises organising activities or events are to provide an environment where all participants are protected from harm and feel secure and valued.
- All hirers organising activities on a regular, commercial or educational basis, which may be attended by children/vulnerable adults, are to have a safeguarding policy.
- Procedures are in place for the protection of Godalming Town Council employees and volunteer workers.

PROCEDURES:

- Godalming Town Council is to have a named Safeguarding Officer.
- Contact details for the Safeguarding Officer are to be clearly displayed at all GTC community buildings and on its website.
- Terms and conditions for hirers organising activities, which may be attended by children/vulnerable adults on a regular, commercial or educational basis are to include a requirement to have a safeguarding policy.
- All incidents or concerns related to safeguarding reported to the GTC Safeguarding Officer are to be treated seriously and managed through Surrey County Council safeguarding portals <https://www.surreycc.gov.uk/adults/getting-support/concerns> OR <https://www.surreycc.gov.uk/children/contact-childrens-services> as appropriate.

CUSTOMER COMPLAINTS POLICY & PROCEDURE

1. Purpose & Scope

This policy sets out:

- how residents, customers and partners can make a complaint; and
- how the Council will receive, handle, respond to and learn from complaints.

2. What is a Complaint?

For our purposes, a complaint is any expression of dissatisfaction about the standard of the Council's service, actions, or lack of action—particularly where a problem has not been remedied to the individual's satisfaction.

Examples include: poor service; failure to provide an agreed service; failure to respond to a request; concerns that the Council has exceeded its powers; unacceptable Officer conduct; failure to follow an agreed procedure; maladministration (delay, muddle, bias or confusion).

Not covered: requests for a service; requests for information or an explanation of policy; complaints about Councillors; complaints made more than 12 months after the event unless there are exceptional reasons; complaints about services delivered by another local authority. (Complaints about councillors must be sent to Waverley Borough Council's Monitoring Officer.)

Third-party complaints: We accept complaints via a representative where appropriate (e.g., a funeral director for a recently bereaved person), subject to data protection.

3. Our Principles

We aim for a process that is:

- accessible (website/leaflet; phone, email, letter or in person);
- simple (few clear stages);
- speedy (tight, publicised deadlines);
- fair and confidential;
- effective (addressing all points and providing appropriate remedies); and
- informative (we monitor, report and learn).

4. Roles & Responsibilities

- All Officers: recognise and log complaints, give their name, and handle Stage 1 where it relates to their service.
- Support Services Executive: maintains the confidential complaints log.
- CEO (Proper Officer): oversees handling, authorises certain remedies (Section 7), reports annually to Members.

5. How to Make a Complaint (Public Information)

- a. Talk to the Officer you've been dealing with. Explain what went wrong, how it affected you, and what you want us to do to put it right. Many issues can be resolved quickly at this point.
- b. If you remain dissatisfied, write to the CEO. We will acknowledge within 5 working days and aim to provide a full response within 10 working days. If we cannot meet that timeframe, we will write by day 10 to explain why and give a timetable.

- c. If still dissatisfied (or if your complaint concerns the CEO), write to the Chair of the Policy & Management Committee. We will acknowledge within 5 working days and provide a full response within 30 working days.

Contact Details

Chief Executive Officer, Godalming Town Council, 107–109 High Street, Godalming GU7 1AQ
Tel: 01483 523575 | Email: townclerk@godalming-tc.gov.uk | Web: www.godalming-tc.gov.uk

Complaints About Councillors

Monitoring Officer, Waverley Borough Council, The Burys, Godalming GU7 1HR | Tel: 01483 523333.

6. How we Handle Complaints (Officer Guidance)

- Receiving complaints: Recognise complaints made by phone, email, letter, or in person. Capture the service/matter complained of and the remedy sought. Officers must give their name. Pass details to the relevant service and/or CEO promptly.
- **Acknowledgement & response times:**
 - Acknowledge within 5 working days.
 - Provide a full response within 10 working days wherever possible.
 - If not possible, issue a holding update on day 10 with a timetable.
- Who responds: The officer responsible for the service responds at Stage 1, noting the complainant's right to ask the CEO to handle it. Responses must explain what went wrong (if anything) or why the complaint isn't upheld, and signpost Stage 2 rights.
- Recording: Log every complaint in the confidential complaints file. The Support Services Executive records dates for receipt, acknowledgement, and response.

7. Remedies

Where a complaint is upheld, the aim is to put the complainant as far as possible into the position they would have been in had things not gone wrong. Consider:

- a. providing the service sought;
- b. changing procedures to prevent recurrence and assuring the complainant;
- c. a written and/or personal apology (a modest goodwill gesture may be appropriate);
- d. replacement of damaged items;
- e. reimbursement of specific financial loss.

Remedies (a)–(b) may be delivered by Officers within their normal powers.

Remedies (c)–(e) require authorisation by the CEO (or Deputy Chief Officer in their absence) and must be reported to the relevant committee. The Council has no specific policy for financial compensation for time/trouble, distress or inconvenience; any such payment is at the discretion of the relevant Committee.

8. Stage 2 Review (Member Oversight)

If matters cannot be resolved by Officers—or where there is a legitimate reason Officers should not handle the case—the complaint passes to the Chair of the Policy & Management Committee, who decides whether the full Committee, the Chair of Staffing or the Staffing Committee, or another route is appropriate. If a Committee considers a complaint, it will do so in confidential session (the complainant may attend with a companion) and should aim to consider it at the next meeting.

9. Confidentiality & Data Protection

The complaints file is kept confidential and personal data is shared only where lawful and necessary to investigate and resolve the complaint.

10. Monitoring, Learning & Reporting

The Support Services Executive monitors complaints and key dates. The Town Clerk reports annually, in summary, to the Policy & Management Committee. Significant complaints are reported as they arise—particularly where a Committee authorisation is required for the remedy.








11. Equality Of Access







We will make reasonable adjustments so complainants can access the procedure (including accepting third-party representatives where appropriate).

12. Review & Approval

This consolidated policy supersedes the separate “How to Make a Complaint” and “How to Handle a Complaint” documents once adopted by Full Council. (Insert approval date and minute reference on adoption.)

11. GTC LOCAL GOVERNMENT REORGANISATION – COMMUNITY ASSET TRANSFERS WISHLIST & PRIORITY

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
The Burys Field	WBC Managed	Freehold	Community	Central & Ockford	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Canon Bowring Recreation Ground	WBC Managed	Freehold	Community	Farncombe & Catteshall	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Charterhouse Green	WBC Managed	Freehold (registered common-land)	Community	Binscombe & Charterhouse	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Lamas land Adjacent Bridge House	WBC Managed	Freehold (registered common-land)	Community	Farncombe & Catteshall	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Crown Court Public Toilets	Leased from WBC	Freehold	Public Realm	Central & Ockford	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Farncombe North Street Public Toilets	Leased from WBC	Freehold	Public Realm	Farncombe & Catteshall	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Wilfrid Noyce Centre	Leased from WBC	Freehold	Community	Central & Ockford	None listed	Business case submitted	Due WBC Executive 14 Oct 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 2

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Godalming & Villages Community Store	Licensed to GTC	Long Lease	Community	Farncombe & Catteshall	Godalming & Villages Community Store	Business case submitted	Due WBC Executive 14 Oct 2025	Support to Community Store maintenance already within existing budgets and staffing structure – nominal rental income	 Tranche 2
Burys Scout & Guide HQ	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	EOI to submitted to WBC 11 Aug 2025	Support of Leaseholder obtained, Business Case ready	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Seymour Road Scout & Guide Building	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	EOI to submitted to WBC 11 Aug 2025	Support of Leaseholder obtained, Business case ready	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Godalming Band Room & rangers Station	Leased to third party	Freehold	Community	Farncombe & Catteshall	Godalming Band	EOI to submitted to WBC 11 Aug 2025	Support of Leaseholder obtained, Business case ready	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Bus Shelters & Public Benches	Managed by WBC	Ownership Transfer	Public Realm	All Wards	SCC	Audit required to confirm scope	Possible SCC coordination required	By default GTC already maintains public benches. WBC budgeted £30K for improvements 2025/26, prior to transfer to GTC. WBC requested to confirm position relating to timetable for transfer.	 Tranche 3
Borough Hall Complex (inc. WhatNext?, Stonehouse etc.)	Managed by WBC	Freehold	Community	Central & Ockford	WhatNext?, Borough Hall Users	Needs comprehensive asset plan and occupier consultation and property condition survey	High Community Value Major project, resource intensive. At Risk Level potentially high	Initial Discussion to be arranged with portfolio holder Meeting with WBC requested	 Tranche 4a

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Holloway Hill Recreation Ground	Leased to third party	Freehold	Community	Holloway	Multiple local clubs & associations	Complex stakeholder mapping and WBC discussions – Fields in Trust site	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher	Seeking clarity from WBC regarding the tenure arrangements for the clubs and activity groups based in the recreation ground	● Tranche 4a
Farncombe Day Centre	Leased to third party	Freehold or Long Lease	Community	Farncombe & Catteshall	Farncombe Day Centre Trustees	Discuss options with trustees and legal clarity from WBC	High Community Value. Potential risk of loss of grant funding resulting in loss of service	Trustees conducting a feasibility study for site improvements, WBC looking at options for separating out of utilities and services	● Tranche 4b
Phillips Memorial Park	Managed by WBC	Freehold	Community	Central & Ockford	GTC	Identify maintenance requirements and costs	High Community Value. At Risk Level of development potentially low, higher risk of neglect/deterioration of facilities higher		● Tranche 4b
Crown Court Pedestrian Area	Licensed to GTC	To Be Confirmed	Public Realm	Central & Ockford	SCC, adjoining property owners	Clarify desired tenure with stakeholders	High Community Value Complex shared interest. At Risk Level potentially low		● Tranche 4b
Old Print Room (CAB)	Managed by WBC	Freehold	Community	Central & Ockford	Citizens Advice	Identify ongoing needs and property condition survey	Positive community case needed – possible rental income. At Risk Level potentially high	Initial Discussion to be arranged with portfolio holder	● Tranche 4b

Legend for Traffic Light System (Priority of Resource)

- **EOI Submitted**– Tranche 1
- **Low Complexity** – Likely low resistance, but timing or value moderate – Tranche 2 submission
- **Medium Complexity** – Clear opportunity but needs stakeholder agreement or preparatory work – Tranche 3 submission
- **High Complexity** – Multiple stakeholders, high community value – Tranche 4 submission

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.